



# Coping with the Layoff Process

## A Tip Sheet for Employees

Few stresses are more traumatic than facing layoffs. Being laid off can be a frightening, emotionally stressful experience. Your well-being might feel threatened; your self-esteem may seem questioned; and your emotional equilibrium can become off balance. The following tips are important ideas to consider:

### Take Action

- Whether or not you were prepared for the layoff process, begin taking action. Allow yourself some time to weather the shock, make a plan and then follow through.
- Educate yourself on what community resources are available and network with your professional and trade associations.
- Have a plan. Structure your time; plan what you are going to do for the day, and follow through. If it is finding a new job, plan time for updating your resume.
- Gather information by learning about yourself, your ideas, dislikes, work values, priorities, skills and abilities as this time could be a significant period of reevaluation and opportunity for growth.

### Take Care of Yourself

- Avoid using alcohol and drugs to cope with stress and uncertainty.
- Do not blame yourself. Remember that the layoff process is not a personal failure. It is a situation caused by circumstances beyond your control.
- Recognize this time as a family crisis and give them actions to assist you.
- Actively maintain your support system and do not isolate yourself. The best way to cope with stress is to talk with family and friends about what you are going through.
- Practice active stress management techniques.
- Stay positive about yourself. Identify at least one practical and useful thing you have done to address the situation.

To access your EAP benefits, call (866) EAP-4SOC. TDD callers 800-327-0801.